This publication contains the most current information available at the date of publication. It is neither a contract nor an offer to enter into a contract. The University of Arizona reserves the right to modify, deviate from or make exceptions to the provisions of this handbook at any time and to make such deviation or exception applicable to any student without regard to date of application, admission or enrollment. Every student is responsible for the knowledge of the regulations and information contained in this handbook as well as for changes or addenda to this handbook that have been distributed to the students.
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Mission and Diversity Statements
http://phoenixmed.arizona.edu/about-us/mission-statement

Important Contacts

National Board of Medical Examiners
http://www.nbme.org/

United States Medical Licensing Examination
http://www.usmle.org/
  • USMLE Step 1 Content Overview: http://www.usmle.org/step-1/
  • USMLE Step 2 Content Overview: CK: http://www.usmle.org/step-2-ck/#overview

Electronic Residency Application Service
https://www.aamc.org/services/eras/

National Residency Matching Program
http://www.nrmp.org/

Association of American Medical Colleges
https://www.aamc.org/

Liaison Committee on Medical Education
http://www.lcme.org/
  • Accreditation Standards: http://lcme.org/publications/#Standards
  • List of Accredited Institutions: https://lcme.org/directory/

University Academic Calendars
https://phoenixmed.arizona.edu/md-curriculum/academic-calendars

University of Arizona Holiday Schedule
https://hr.arizona.edu/sites/default/files/hr/employees-affiliates/Benefits/Holidays_2019-2024.pdf
Campus Safety
The University of Arizona College of Medicine-Phoenix is a closed campus. Students, Faculty and Staff are required to wear their PBC card visibly at all times while on campus. PBC cards are required to gain entry into the building and are programmed to allow entry only during specified hours.

http://phoenixmed.arizona.edu/campus/security

Important Numbers:
Campus Security: 602-827-2368
Front Desk: 602-827-4350
PBC Emergency Managements Team: 602-827-2045
Police, Fire, Medical Emergency Dial 911
Suicide and Crisis Lifeline Call or Text 988

Hours of Operation:
Students are allowed in the Health Sciences Education Building only when a security guard is present. Students will be required to leave the buildings when the security guard is making his/her final walk through the buildings. If students fail to leave the building they will be considered to be trespassing and will face disciplinary action.

Students are allowed on campus after the above listed hours if they are in the company of a U of A faculty who has extended hours privileges.

As a secure campus, students must not allow anyone to enter who is not properly credentialed. Doors should not be propped open as this threatens the security of the campus. Please do not use the handicapped button to open the doors if you are not handicapped as it leaves the doors open for a longer period of time, which increases the risk of a security breach.

Blue Emergency Phones are at the following campus locations:
East Side Building 2
West Side of Building 2
North of Building 2

Visitors
All visitors to campus are required to check in at the building reception station. Visitors may be asked to wear a visitor badge while on campus.
COVID-19 Response
https://covid19.arizona.edu/

Alcohol & Substance Use/Abuse
http://phoenixmed.arizona.edu/policy/alcohol-policy

Support Systems and Resources
If you are experiencing problems with alcohol and/or other drugs, there are campus and community resources available to assist you.
https://wellness.arizona.edu/medical-students/counseling-and-mental-health-providers

Acceptable Use of Computers and Networks
https://policy.arizona.edu/information-technology/acceptable-use-computers-and-networks-policy

Criminal Background Checks
http://phoenixmed.arizona.edu/admission-requirements/additional/background-check

Dress Code
http://phoenixmed.arizona.edu/policy/dress-code-policy

Degrees Offered
Dual Degree Programs
MD-MPH Program
MD-PHD Program

Visit the Dual Degree Web site for more information.
Disabilities and Accommodations
http://phoenixmed.arizona.edu/policy/disability-resource-policy

Disability Resource Center
http://drc.arizona.edu/students/

Expected Professional Attributes
http://phoenixmed.arizona.edu/introduction-professionalism

Essential Qualifications and Technical Standards Policy

Financial Aid

Cost of Attendance
http://phoenixmed.arizona.edu/financial-aid/cost-attendance

Refund Policies
http://phoenixmed.arizona.edu/policy/tuition-refund-policy

Financial Aid Information Sheet
http://phoenixmed.arizona.edu/financial-aid/loans

Applying for Financial Aid
http://phoenixmed.arizona.edu/financial-aid/applying

Changes to Your Financial Aid File
Your financial aid file may be adjusted on a case-by-case basis. Adjustments may be made if your projected expenses exceed your standard cost of attendance, you experience a loss of income, or have unexpected expenses during the academic year. To find out if your situation qualifies for an adjustment, please contact the Financial Aid Office.

Financial Aid Office Contact
Comphx-FinancialAid@arizona.edu
Phone: (602) 827-3669
Policies
Please go to the following link to view all policies:
http://phoenixmed.arizona.edu/policies/students

Attendance and Absence Policies
• Years 1 and 2 Attendance and Absence Policy:
• Years 3 and 4 Attendance and Absence Policy:
  https://phoenixmed.arizona.edu/policy/attendance-and-absence-years-3-and-4-policy
• Examination Absence Year 1-4 Policy -
  https://phoenixmed.arizona.edu/policy/examination-absence-years-1-4

Policies on Grades, Progression, and Graduation
• Competency Assessment Policy:
  https://phoenixmed.arizona.edu/policy/competency-assessment-policy
• Pre-Clerkships:
  http://phoenixmed.arizona.edu/policy/enrollment-sequencing-and-grading-pre-clerkships-policy
• Grading and Progression for Clerkships and Selectives Policy:
• Grading and Progression for Electives Policy:
  https://phoenixmed.arizona.edu/policy/grading-and-progression-electives-policy
• Graduation Requirements:
  http://phoenixmed.arizona.edu/policy/graduation-requirements-policy

Leave of Absence Policy
For questions or issues regarding need for a Leave of Absence, please make an appointment with the Associate Dean of Student Affairs.
http://phoenixmed.arizona.edu/policy/leave-absence-policy

Social Media Policy
http://phoenixmed.arizona.edu/policy/social-media-policy

Student Email Policy
https://registrar.arizona.edu/records-enrollment/personal-information/student-email-address
Student Immunization Policy
https://phoenixmed.arizona.edu/policy/immunization-and-health-screening-policy

Student Exposure to Potentially Infectious Agents and/or Hazardous Materials Policy

Student Mistreatment & Discrimination Policies
- Reporting Mistreatment or Harassment Policy: https://phoenixmed.arizona.edu/policy/reporting-mistreatment-or-harassment-medical-students-policy

Procedures for Student Progress, Academic Integrity and Managing Grade Appeals
Please go to the following links to view the most current and up-to-date policies regarding the Student Progress Committee:
- Student Code of Conduct: http://phoenixmed.arizona.edu/policy/student-code-conduct
- Student Progress Committee Procedures and Process for Dismissal Policy: https://phoenixmed.arizona.edu/policy/student-progress-committee-procedures-process
- Student Appeals Committee Procedures and Policy: https://phoenixmed.arizona.edu/policy/student-appeals-committee-procedures-policy

Registrar and Student Records
Registrar Contact Information
Danielle Halbert, Registrar
(602) 827-2208; dezamora@arizona.edu

Tacha Lyons, Assistant Registrar
(602) 827-3020; tylyons@arizona.edu

http://phoenixmed.arizona.edu/current-students/registrar
Student Life
Student Government
http://www.uacomps.org/

Student Clubs/Groups
http://www.uacomps.org/orgs/med-focused

Student Lounges and Study Areas
Student lounges, library, clinical skills area, and conference rooms are all available to students during campus operating hours. These areas are shared with students from various health sciences programs. Please help keep these spaces clean and free of clutter/trash.

Due to the nature of these areas for studying purposes, please keep noise to a minimum and respect the students and university staff members working around you.

Student Recreation/Gym Membership
Gym membership is now your choice and not a part of the tuition at this time. You may need to show ID at the time of your enrollment.

1. EoS Fitness Downtown Phoenix
2. YMCA Lincoln Center
3. Mountainside Fitness at Chase Field

Room Scheduling
You may schedule a room by visiting or contacting the Office of Student Affairs to determine conference room availability and to make a reservation.

Lockers
Student lockers are provided to all College of Medicine students free of charge. To obtain a locker, students contact the Office of Student Affairs for a locker assignment.

CatCard
The CatCard is the official University of Arizona identification card. The card features a digitized photo, digitized signature, Contactless SmartChip, and magnetic stripe. It is up to you to decide how you want to use your card. When you apply for your CatCard, you will need to provide us with your student or employee identification number to verify your status at The University of Arizona. This information is needed because only students, faculty, staff, and some affiliates of the University of Arizona are eligible to receive a CatCard. This number will not appear on the face of your CatCard, but it will be encoded electronically on your card, to be used for necessary University of Arizona internal purposes only. The number will not be provided to outside entities without your prior
consent.

For more information regarding your University of Arizona CatCard, please visit http://catcard.arizona.edu.

**Parking**
http://phoenixmed.arizona.edu/campus/campus-parking-information
http://phoenixmed.arizona.edu/policy/clinical-site-placement-and-transportation-policy

**Public Transportation**

- Valley Metro is the public transportation service for the Phoenix Metropolitan Area, including bus routes and the lightrail service. For more information regarding Valley Metro, please visit: https://www.valleymetro.org/

**Life-Work Support for Students**
Life and Work Connections offers limited support services for student parents/guardians and caregivers for adults or elders. Services include childcare subsidy for students, sick and back-up childcare, and adult/elder care consultations.

Please go to: https://lifework.arizona.edu/for-students
or call: 520-621-2493

**Recycling**
The University of Arizona is committed to recycling at the College of Medicine – Phoenix campus. Please pay attention to signs posted to understand what materials are appropriate for recycling in the **blue recycling bins** on-campus and dispose of them properly. We also have a compost program. Bins and instructions on compostable items are provided in Buildings 1, 2, and 3, and the Health Sciences Education Building.

Recyclable materials:
- Blue recycling bins located around campus for all paper, plastic and aluminum.
- Blue recycling bins label plastic bags only located around campus.
- Battery bucket located in building one’s work room – third floor
- Desk top printers ink cartages - Building 1, 3rd Floor Reception area
Student Health and Wellness Services

**Mandatory Health Insurance**
[http://phoenixmed.arizona.edu/policy/health-insurance-policy](http://phoenixmed.arizona.edu/policy/health-insurance-policy)

**ABOR Student Health Policy**
Using the ABOR student health policy students can access the following sites to obtain health service:
[https://wellness.arizona.edu/medical-students/student-healthcare-providers](https://wellness.arizona.edu/medical-students/student-healthcare-providers)

**For emergency situations call 911**
**For suicide and crisis situations call or text 988**

**Urgent or Emergent Care**
Students may obtain urgent or emergent care at the following locations:

- **Banner – University Medical Center Phoenix**
  1111 E. McDowell
  Phoenix
  602-839-2000

- **St. Joseph’s Hospital and Medical Center**
  350 W. Thomas
  Phoenix
  602-285-3000

- **St. Luke's Behavioral Hospital**
  1800 E. Van Buren
  Phoenix, AZ
  602-251-8535

- **Urgent Care Plus**
  1002 E. McDowell
  Phoenix
  602-256-2273

Students with private health insurance should contact their insurance provider for a list of physician names and hospital facilities that can be used under the terms of their contract.

**Counseling Services**
[https://wellness.arizona.edu/medical-students/counseling-and-mental-health-providers](https://wellness.arizona.edu/medical-students/counseling-and-mental-health-providers)

**Emergency and After Hours Medical and Mental Health**
[https://health.arizona.edu/emergency-after-hours](https://health.arizona.edu/emergency-after-hours)